



EXAMINATION DEPARTMENT

NOTIFICATION

Ref. No.: AJU/Exam./2025/276.....

Date: 15.09.2025

Sub: Examination Form Fill up process for Ph.D Course work examination, January 2025, Batch(Regular)- October, 2025.

The **IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS [B]** ARE MENTIONED BELOW for the adherence by all concerned.

A] IMPORTANT INFORMATION for the Students: -

1. Examination Fee applicable for the programs is: -

Regular / Backlog Examinations Fees	
Program Name	Applicable Examination Fee (in Rs).
Ph.D Course Work	Rs 750/-

2. No-Dues Clearance and Examination Registration date will be from **20th September, 2025 to 03rd October, 2025 (without late fine)**

3. No-Dues Clearance and Examination Registration date will be from **04th October, 2025 to 10th October, 2025 (with late fine of Rs. 1000/-)**

4. Admit Card will be downloaded from ERP Login by eligible students themselves.

5. It is compulsory for all concerned students to fill-up the examination form within due date only.

6. Tentative date for commencement of Examinations is second / third week of October, 2025 onwards.

B] GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS: -

1. Students should download their no-dues forms from their ERP login.

2. Students should complete filling the no-dues form, obtain the signatures from various authorities (as mentioned in the No-dues Form). Once all the signs have been obtained, students' needs to visit any Accounts office at the University campus where the account official would verify the fee-submission status. Once verified, the accounts officer would keep the No-dues form with him / her.

3. Following the submission of the No-dues form, students are required to complete the examination registration process through their ERP login.

[Note: - Students must verify their subjects before proceeding with the examination registration, in case of query, they need to contact their respective ERP Coordinator mentioned below]

4. After completion of the Examination registration process, student needs to pay their Examination fee as applicable.

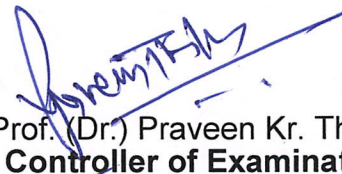
ERP Coordinators				
SL No	ERP-Coordinator Name	Contact No	E -mail ID	Block & Room No.
1	Ms. Vandana	8292423445	vandana.s@arkajainuniversity.ac.in	A & 135

Special Note -

1] Students are instructed to submit all academic testimonials along with their Migration / TC, if not submitted the same till date, in the Record Cell.

Any student who has to submit the above-mentioned documents but fails to submit the same will NOT be allowed to fill- up the Examination form & further would not be allowed to appear in the End-semester Examination.

This is issued by the order of competent authority.


Prof. (Dr.) Praveen Kr. Thakur
Controller of Examinations

